

Office of Collection and Dissemination

MACHINE DIVISION

MISSION

The Machine Division is responsible for providing machine support to the Office of Collection and Dissemination in the indexing of foreign intelligence material and to other Offices, including the clandestine services, in the indexing of special material, for photographing intelligence materials on microfilm to ensure complete reference facilities in the CIA Library and complete file in the Vital Records Repository, and for collaborating with the Management Staff in research and development of special equipment to improve the Agency's machine-processing of intelligence data.

FUNCTIONS

Within its field of responsibility, the Machine Division shall:

1. Establish and maintain, by punched card and other machine methods, index to documentary and graphic intelligence material.
2. Prepare monthly and periodic statistics and analyses of indexed material.
3. Provide bibliographic abstracts on Intellofax of materials pertaining to specific and continuing projects, as required.
4. Establish and maintain, by punched cards and other machine methods, gazetteers as required for the NIS program and the Board of Geographic Names of the Department of the Interior.

5. Provide statistical reports on a continuing basis for ORR, as well as special statistical reports as required within the Agency.

6. Photograph intelligence material on microfilm and mount the film on cards for use by the CIA Library in reproducing copies of intelligence material for reference purposes.

7. Provide microfilm copy of intelligence material to the Vital Materials Repository to ensure a protected source of information in case of disaster.

8. Arrange for training of IBM and Intellofax operators, and train personnel in the operation and maintenance of other types of equipment as required.

9. Collaborate with the Management Staff in research and development of new machines and techniques and in providing advice and assistance throughout CIA on methods and systems appropriate to their requirements.

~~SECRET~~